

Petaluma Community Access, Inc.

Approved - 8/21/18

PCA-KPCA Budget, Fiscal Year 2018/19

#		2017/18 Actual	2017/18 Annual	2018/19 Actual	2018/19 Monthly	2018/19 Annual	Comments
510	Community Access Fees	246,602	250,000		20,333	244,000	approx avrgs. 53K+8K x4
512	Contributions-Unrestricted	217	3,000		83	1,000	
515	Grants	-	-		-	-	focus on radio grant writing
520	Government Taping Fees	17,395	17,000		1,417	17,000	
521	Tape Dubbing	10				30	
522	You Tube Upload	5	-		2	20	
525	Production Services Income	5	300		21	250	
530	Workshop Fees	-	500		17	200	
536	Underwriting	-	-		-	-	focus on radio underwriting
540	Membership Dues	7,238	5,000		667	8,000	
545	DVD Sales	20	350		8	100	
550	Interest Income	18	10		2	25	
555	Late Fees	19	85			50	
585	Blank Stock Income	10	10		1	10	
896	Miscellaneous Income	48	-		-	-	T-shirts
	Subtotal PCA Income	271,587	276,255	-	22,550	270,685	
KPCA INCOME							
911	Contributions-Unrestricted	-	3,000		167	2,000	/
913	Underwriting	-	7,500		1,500	18,000	goals to be developed
914	Grants	-	5,000		833	10,000	/
915	Workshop Fees	-	-		25	300	
916	Production Services	-	400		29	350	
918	Event Income	5,115	3,500		542	6,500	
919	Event Sponsorship	2,830	5,000		292	3,500	cash donations to event
	Subtotal KPCA Income	7,945	24,400	-	3,388	40,650	
	Total INCOME	279,532	300,655	-	25,938	311,335	
PCA PAYROLL							
737	Payroll Membership Coord	21,643	23,712		2,448	29,380	nellie
738	Payroll Exec. Director	60,770	60,840		4,244	50,928	overlapping EDs
739	Payroll Access Assistants	10,472	12,675		1,004	12,051	
744	Payroll Outreach Coord	24,824	24,622		-	-	chris
745	Payroll Radio Coordinator		-		996	11,947	open position
746	Payroll Operations Manager	27,267	27,053		2,511	30,134	jeff
748	Payroll Radio Manager	32,419	31,980		2,842	34,099	rob
749	Payroll Access Coordinator		-		1,882	22,588	patty
	Subtotal Payroll	177,395	180,882	-	15,927	191,127	
PCA PAYROLL TAXES							
740	SUI,FUTA,FICA, Medicare	15,379	18,088		1,593	19,113	10.0%
	Subtotal Payroll Taxes	15,379	18,088	-	1,593	19,113	
PCA BENEFITS							
670	Employee Benefits	-	-		-	-	4th quarter x 4 ???
692	Workmans Compensation	1,700	2,150		175	2,100	
741	Holiday Bonus	3,229	3,275		125	1,500	5x200, 4x100 + taxes
	Subtotal Benefits	4,929	5,425	-	300	3,600	
	Total PCA PAYROLL	197,703	204,395	-	17,820	213,840	

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PCA INSURANCE							
690	Liability, Property, Crime	4,763	6,250		375	4,500	
	Subtotal Insurance	4,763	6,250	-	375	4,500	
PCA PRODUCTION EXPENSES							
210	PCA Capital Expenses	-		-			
213	KPCA Capital Expenses	-		-			
675	Equipment Parts & Supplies	1,752	2,500		1,000	12,000	
790	Satellite Television/Cable	528	560		47	560	
	Subtotal Prod. Expenses	2,280	3,060	-	1,047	12,560	
PCA OFFICE EXPENSES							
610	Accounting	3,790	3,850		317	3,800	
611	Audit & Tax Returns	8,753	9,500		354	4,250	yr3 Review & tax returns \$1K
612	Advertising	100	-		-	-	
613	Advertising/Employees	-	150		25	300	
615	Travel Expenses	-	100		8	100	
626	Merchant Fees	173	100		17	200	
640	Conference Exp	25	300		29	350	
642	Conference Travel	90	150		13	150	
645	Computer Software	725	850		54	650	
646	Office/Equip Maintenance	-	150		13	150	
655	Donations	-	100		-	-	
660	Dues & Subscriptions	11,121	800		63	750	Tel-Vue support costs !
665	Entertain & Meals	138	450		29	350	
685	Equipment Repairs	-	200		13	150	
700	License & Permits	106	150		13	150	incl City fees
710	Facility Maintenance	1,056	1,250		175	2,100	\$88 x12 + improvements
712	Mileage Reimbursement	-	150		8	100	
715	Meetings	197	200		17	200	
725	Office Supplies	2,301	2,100		175	2,100	
743	Payroll Fees	452	400		38	450	
750	Postage	270	350		29	350	
751	PO Box Rental	112	110		9	112	
755	Printing	1,100	1,000		100	1,200	
765	Promotion/Outreach	696	350		63	750	
775	Rent	27,450	27,200		2,397	28,760	rent increase Nov. 2018
780	Refunds	-	30		3	35	
800	Security	1,158	1,200		100	1,200	\$240 x4
805	Storage	765	720		60	720	\$60x12
830	Taxes	-	50		4	50	
836	Cable, Internet, Telephone	2,242	3,000		208	2,500	
837	Cell phone	516	600		50	600	\$50 x12
838	Internet - City Hall	1,800	1,800		150	1,800	\$150 x12
880	Utilities	3,410	2,650		292	3,500	
885	Volunteer program	-	-		-	-	
890	Web	301	750		42	500	
	Subtotal Office Expenses	68,847	60,760	-	4,865	58,377	
OTHER PCA EXPENSES							
628	Board Development	257	300		17	200	
695	Legal	630	450		67	800	
728	Operational Services	-	300		13	150	
730	Outside Services	-	250		13	150	
804	Staff Development	-	200		17	200	
	Subtotal Other Expenses	887	1,500	-	125	1,500	
	Total PCA EXPENSES	76,777	71,570	-	6,411	76,937	

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KPCA PRODUCTION EXPENSES							
921	Operational Services - Radio	-	300		17	200	
922	Outside Services - Radio	-	700		29	350	
	Subtotal KPCA Expenses a	-	1,000	-	46	550	
KPCA OFFICE EXPENSES							
926	Licenses, Subscriptions	874	1,500		75	900	domain, NFCB, SndExch, KWMR
927	Equipment Parts & Supplies	8,997	8,000		625	7,500	
928	Equipment Maintenance	-	300		17	200	
929	Production Supplies	-	1,000		8	100	
930	Training Materials	-	250			-	
931	Computer Software	76	750		13	150	
936	Remote Access	413	600		35	420	
937	STL	1,297	1,500		108	1,300	
938	Streaming Services	2,214	2,220		205	2,455	\$185 x12 - StreamGuys, Spinitron
939	Automation Services	360	360		30	360	\$30x12
	Subtotal KPCA Expenses b	14,231	16,480	-	1,115	13,385	
KPCA DEVELOPMENT							
952	Advertising	-	350		71	850	
953	Printing	600	600		58	700	
954	Fundraising Services	-	-		-	-	
955	Event Services	570	2,750		192	2,300	
956	Event Supplies	3,740	650		167	2,000	
957	Event Rentals	1,030	1,250		54	650	
	Subtotal KPCA Development	5,940	5,600	-	542	6,500	
	Total KPCA EXPENSES	20,171	23,080	-	1,703	20,435	

Operating BUDGET

INCOME	279,532	300,655		25,945	311,335
PAYROLL	(197,703)	(204,395)		(17,820)	(213,840)
PCA EXPENSES	(76,777)	(71,570)		(6,411)	(76,937)
KPCA EXPENSES	(20,171)	(23,080)		(1,703)	(20,435)
Total Operating BALANCE	(15,119)	1,610	-	10	123

PCA/KPCA Summary Balance

Petty Cash	200	Petty Cash	200
Change Fund	50	Change Fund	50
Prepaid Rent Deposit	2,100	Prepaid Rent Deposit	2,100
Total Additional Funds	2,350	Total Additional Funds	2,350
Summit Operating Acct.	93,459	Summit Operating Acct.	98,899
Summit unrestricted acct	50,000	Summit Unrestricted Acct.	25,000
Exchange unrestricted acct	25,019	Exchange Unrestricted Acct.	25,024
Reserve Balance FY17/18	168,478	Reserve Balance FY18/19	148,923

carryover 6/30/18
\$25K moved to Operating Acct.

TOTAL Balance FY18/19 151,396